

## **Direct Funded Charter School Instructions**

### **2004 California School Technology Survey**

The instructions for the 2004 California School Technology Survey are intended to help charter school staff complete the school site survey. Schools are an essential element to the survey process. Charter schools are responsible for:

- Completing the California School Technology Survey, which contains school site-specific questions about hardware, technical support and use of technology by March 18, 2004.
- Ensuring the accuracy of the school survey data. A number of education technology grant programs use California School Technology Survey data to determine eligibility and grant award amounts, so it is critical that the technology data are timely and accurate.

### **Instructions**

1. On the Internet, go to the 2004 California School Technology Survey Web page located at <http://www.cde.ca.gov/ls/et/rs/techsurvey.asp>. On this page, there are links to survey instructions, downloadable copies of the survey documents prior years survey data, and access to the 2004 California School Technology Survey input screens.
2. It may be useful to print a copy of the survey. Download and print the survey form. Collect all the needed school site technology data, fill out the paper survey form, and complete the online survey.
3. To access the 2004 survey and enter data, select "Take me to the 2004 survey" from the main survey Web page <http://www.cde.ca.gov/ls/et/rs/techsurvey.asp>. Select "school" as the survey type. From the drop-down menus, select the desired county; select the direct funded charter school from the district list; and select the desired charter school from the school list.
4. Enter the school's PIN and School Survey System Password. The school PIN and School Survey System Password for the 2004 California School Technology Survey have been emailed to the direct funded charter school principal. Passwords are to be shared only with those who are designated for completing the survey at the school sites.
5. Select the survey section and begin entering data. Before exiting a section of the survey, select, "Save the section" to save the data entered.
6. For assistance contact your California Technology Assistance Project (CTAP) office. CTAP is available to assist you if you are not able to access the Internet to complete the survey. To

email questions or comments to CTAP use the online form available at  
<http://inet2.cde.ca.gov/techsurvey2004/contact.asp>.

7. Please complete the online technology survey(s) by March 19, 2004. Schools are asked to update the data at least annually. The system is available throughout the year to input changes.
8. If a school site is not listed in the data entry screens, send an email to via the “Questions/Comments” link at the top of the online survey page to CTAP and the California Department of Education requesting the addition of a school site to the drop-down list.
9. Print and file a copy of the completed school survey by using the “Printer Friendly Version” link from the main technology survey menu.

#### 10. Survey Tips

- It is not necessary to complete the entire survey in one session. For example, save the survey after completing one section and return to it the next day and complete the rest of the survey.
- Completing the entire survey is important for data collection. If you do not know an answer to a question an acceptable response is “Don’t know”. In some cases the field can be left blank.
- Some of the data fields have been pre-populated with information from the 2003 survey. If the pre-populated data are outdated, enter the updated data.
- To email questions to regional CTAP contacts, use the Questions/Comments link at the top of the survey screen, select the appropriate CTAP region, and the system will provide the addressee with the CTAP contact’s email address.

In addition to the survey instructions, regional CTAP staffs are available to provide assistance with completing the survey. Questions and comments can be submitted to CTAP by using the form at <http://inet2.cde.ca.gov/techsurvey2004/contact.asp>.

Thank you for supporting this important data collection effort.